

Chaucer Junior School
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Headteacher - Mrs A. Upton

New Information and a polite reminder – 4th December 2017

Dear Parent/Carer

We send out polite reminders letters each term which includes all the items we are legally obliged to share with you and remind you about. For more detailed information please visit the School website www.chaucerjunior.org.uk in the "About us" section.

Leave of Absence (Term-time Holiday)

From 1st September 2017, if requested, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the Headteacher regardless of a child's wider attendance.

Current policy still applies that, as from the 1st September 2013, school can no longer authorise any term time holidays unless there are exceptional circumstances.

Parents needing leave of absence for **exceptional circumstances** should complete a form at least 12 **school** days before the anticipated start date. Leave of absence Request Forms available from the school office.

A copy of the School's Attendance Policy is available on the school website: www.chaucer-jun.derbyshire.org.uk, the school notice board (situated at the entrance to school) and a copy is available from the school office if you require.

Punctuality and Lateness

Thank you to all children who are punctual for school. ***Unfortunately, we have had an increasing number of children arriving after the gate has closed, therefore being late for school. We are monitoring this and any parents of pupils persistently arriving late will be invited for an informal chat to find out why and offer support in getting their child arriving promptly at 8.45am.***

Children attending **Breakfast Club** should not arrive before **8.am**. Miss James will open the door from **8am** to greet children.

We have a number of children who are arriving to school before 8.45am and are collected late after 3.20pm. The school gates will be open from **8.45am** in the morning and from **3.10pm** at the end of the school day.

Children should not arrive at school **before 8.45am**, as there will not be any adult supervision, unless they have a morning monitor role then the agreed time to arrive in school is **8.30am** and for the children to sign in at the front desk.

Please ensure your child is in school at 8.45am ready to start working for 8.55am. The side gate will be closed at this time and children will then have to come in through the main entrance. We encourage punctuality so that we can get all children in and settled promptly ready for learning. If a child arrives into class late, they miss instructions for the day and disrupt the children that are here on time.

School day starts at 8.55am and any child arriving after registration receives a **(L)** late before register closes mark in the school register.

PTO

Reporting Absence

If your child is absent from school, please inform us immediately and ensure you ring school every day of their absence to inform us of their illness/progress. This allows us to monitor attendance more fully. A message can be left on the school phone on **Option 1** leaving your child's name, class and the reason for the absence. Thank you.

If for any reason you are unable to leave a message, School will attempt to contact you. Please send a note into school on the day your child returns to school stating the reason for absence and the date of the absence or write a message in your child's organiser. If no reasons are given for the absence, it will be recorded as unauthorised. Thank you.

Please could we remind parents that routine medical and dental appointments should take place outside of school hours. We understand that some appointments cannot be arranged for these times, but wherever possible please ensure they are and provide medical evidence for the appointments.

Safeguarding

Parking during drop off and pick up times

Firstly, may we remind you that the yellow zig-zags outside the school gates should be left clear at all times.

Secondly, cars should not be parking on the pavements when dropping off or collecting children.

Please be considerate of the residents in our local area when parking your car. Do not to block access ways or driveways.

Dogs on Site

Can we politely remind dog owners that dogs are not allowed onto the school site at any time (this includes being carried in arms) or to tie them up to the gate to the school.

Healthy snacks

Can we politely remind you that we are a healthy school and as such encourage children to bring a healthy snack for break-time. We do not want to see children with chocolate bars or crisps as snacks.

Thank you for your assistance with this as we work together to keep our children safe.

We wish you all a very happy Christmas and look forward to seeing the children return on Wednesday 3rd January 2018

Yours sincerely

A Upton

A.Upton

